

## NEW OR EXPANDED REVENUE MEASURES

### PURPOSE

In order that budget preparation may proceed on an orderly basis with adequate time given to consideration of all matters, and in order to establish a basis for staff recommendations on revenue matters, the following policies are established.

- A. Revenue measure changes may be processed at any time during the entire fiscal year. However, the normal procedure will be to introduce them at the outset of the of active budget preparation process. Changes should ordinarily become effective at the start of the new fiscal year.
- B. Special services, which can be identified with the recipients, will be self-supported from service fees to the maximum extent possible. Service fees shall be established in the Master Fee Schedule in compliance with applicable State law, and shall be periodically reviewed for compliance with applicable State law.
- C. Every reasonable effort will be made to establish revenue measures which will cause the transients and recreation visitors to Newport Beach to carry a fair portion of the expenses incurred by the City as a result of their use of public facilities.
- D. At the outset of the budget cycle, and when requested by the Administrative Services Director, each department shall provide the Administrative Services Department a listing of the fees imposed by department. This listing shall identify the estimated costs to the City in providing the product or service associated with each fee as well as any recommended revision in the fee.
- E. The Administrative Services Department, with the assistance of the initiating department, shall present for City Council review any new or revised revenue measures. The Administrative Services Department shall endeavor to consult with private individuals, business groups and individual business persons on the economic impact any recommended revenue measure changes may have on them, including but not limited to the City's Economic Development Committee and the Newport Harbor Area Chamber of Commerce. Their response, the estimated costs to the City in providing the product or service and the recommended revision to the revenue measure shall be included in the information forwarded to the City Council.

- F. Whenever possible, any revenue measure that requires a public hearing will be held in conjunction with the public hearing on the proposed budget.

**Adopted - August 26, 1968**  
**Reaffirmed - November 12, 1968**  
**Reaffirmed - March 9, 1970**  
**Reaffirmed - February 14, 1972**  
**Reaffirmed - December 10, 1973**

**Reaffirmed - November 11, 1974**  
**Amended - January 24, 1994**  
**Amended - February 27, 1995**  
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**Amended - May 8, 2001**  
**Amended - April 13, 2004**

**Formerly F-13**